

Assignment Coversheet

Academies Australasia Polytechnic Programs



Instructions for submission are found in the course description. Assignments with Cover Sheets not signed at the bottom will be returned unmarked and may then incur a penalty for late submission.

STUDENT INFORMATION

STUDENT ID NUMBER	ROLL NUMBER	GIVEN NAME	FAMILY NAME

ASSESSMENT INFORMATION

PROGRAM NAME			
FULL COURSE /UNIT NAME		COURSE / UNIT CODE	
ASSIGNMENT DETAILS (title)			
LECTURER NAME		SUBMITTED ON	
		DUE DATE	

PLAGIARISM

Academies Australasia Polytechnic regards as a very serious matter the action of a student who acts dishonestly or improperly, including plagiarism or cheating, in connection with his or her academic work. Here "Plagiarism" is defined as "...the presentation of the works of another person / other persons as though they are one's own by failing to properly acknowledge that person / those persons". Plagiarism may take many forms including:

- Direct copying of sentences, paragraphs or other extracts from someone else's published work (including on the Internet and in software) without acknowledging the source;
- Paraphrasing someone else's words without acknowledging the source;
- Using facts, information, ideas, concepts or diagrams derived from a source without acknowledging them;
- Producing assignments which should be the student's own independent work, in unauthorised collaboration with and/or using the work of other people (e.g. a student or tutor, or working in pairs or groups and producing similar assignments on individual assessment tasks
- Not referencing accurately (e.g. not citing correctly the work you have actually read)

OTHER UNACCEPTABLE BEHAVIOUR

- Stealing and later using other students' work (e.g. taking discs, picking up other's marked assignments)
- Recycling your own work / assignments or "double dipping" (e.g. re-submitting whole or significant parts of assignments across units, across years or across courses)
- Assisting plagiarism – which may involve a student lending work (or by posting it on the Internet for sale) which is intended for submission for assessment, or which has already been submitted, so that it can be copied in part or whole and handed in by another student as that student's own work.
- Students are warned against making assignments etc. available to others, as they then could be regarded as a contributor to plagiarism and may be penalised as if they themselves had committed an act of plagiarism.

Students are expected to be proficient with referencing and must always acknowledge any sources for work that is not their own. Inadequate referencing of cited materials is considered to be plagiarism. Details of referencing can be found under the Academic Writing Skills course at the following web address: <http://ami.trainingvc.com.au/course/view.php?id=169>

Penalties for academic misconduct are severe. Refer AAPoly's "Student Academic Conduct & Plagiarism Policy"

STUDENT'S STATEMENT

I/we have read and understood the information provided on this assignment cover sheet relating to plagiarism and other unacceptable behaviour and therefore declare that the attached work is entirely my/our own, except where work quoted is duly acknowledged in the text, and that this work has not been submitted for assessment in any other course or program. I/we hold a copy of this assignment, which can be produced upon request if the original is lost, damaged, or unusable.

STUDENT(S) SIGNATURE

1)	2)	3)
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